

**JUSTIFICATION FOR SOLE SOURCE AND/OR URGENT PURCHASE (OVER \$100,000)**

FISCPS 4200/64 (REV. 7-98)

COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF THE RESPONSE IS "NOT APPLICABLE".

**1. REQUIRING ACTIVITY.**

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**2. DESCRIPTION OF CONTRACT ACTION.**

- a. State if procurement is:
- (1) Urgent Competitive (not sole source)
  - (2) Non-Urgent Sole Source
  - (3) Urgent Sole Source

Note: Dealer competition (different dealers offering the product of the *same manufacturer*) is sole source.

- b. For urgent, non-sole source requirements, provide the name, address, and phone/fax numbers of all known providers of the required product, preferably a minimum of three manufacturers. (Although the contracting office maintains a list of sources, it is best to provide sources you know can provide what is needed so that valuable time is not wasted in soliciting and evaluating offers from companies who cannot meet your needs.)
- c. For sole source requests, provide the contractor name, point of contact, address and phone/fax numbers. If a sole source manufacturer distributes via dealers, provide dealer information here.

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- 3. DESCRIPTION OF SUPPLIES/SERVICES, ESTIMATED DOLLAR VALUE AND DELIVERY REQUIREMENTS.** Give a short description of the item or service required, the estimated cost, and required delivery date. (Sole source and urgency information is not needed here).

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**Keep in mind:**

- Lack of planning does not support urgency.
- Expiring funds/late release of funds does not support urgency
- Only the government's immediate minimum quantity requirement can be purchased under urgency.

- (1) Provide a time line from when the need was identified. If a late identified item, explain why.
- (2) Identify manufacturing lead time.
- (3) Explain why the item is needed and what will happen if it's not received by the Required Delivery Date (RDD). Describe impact on overhaul/availability schedules, impact to base support, personnel safety issues, potential environmental damages, etc., and include the dollar value associated with late delivery.

- (1) Explain the unique features/function of the item and why only one manufacturer can provide it. Discuss why a similar product from another manufacturer will not work.
- (2) If the item can only be obtained from the OEM (Original Equipment Manufacturer), discuss the proprietary (i.e. owned by the company, not for public release) design/drawing/specification requirements. Include a statement from the OEM that the proprietary information will not be released to the government.
- (3) If there is a higher order requirement mandating a particular manufacturer (i.e. NAVSEA drawing or IRPOD), cite the requirement and who approved or required its usage.
- (4) For component repair or replacement parts, explain any compatibility requirements, including a description of the existing equipment and the interface requirements.

(1) Provide both the Urgency and Sole Source information requested above.

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5. **MARKET SURVEY.** A market survey is simply finding out which companies can provide what you're looking for, whether by searching for sources over the internet, reviewing product literature, or contacting sources over the phone.

- a. Describe any market survey conducted. Include companies contacted and the information they provided that confirmed the urgent/sole source requirement.
- b. If sole source is based on proprietary data, a statement to that effect is all that is required in response to this block.

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6. **ADDITIONAL FACTS.** This applies primarily to sole source requirements, but any additional information supporting urgency not previously addressed elsewhere in the document can be included in this section.

- a. State the cost to the government to develop competitive specifications for the proprietary item. Include estimated labor categories and estimated labor hours spent in reverse engineering and time spent in generating and approving the drawings and/or specifications.
- b. If it is impossible for the government to develop competition specifications, state that and indicate why.

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7. **FUTURE COMPETITION.** Provide information on the steps you are taking to insure that the next time you need the item, it will not be an urgent or sole source procurement.

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8. **INFORMATION TECHNOLOGY (IT) APPROVALS.** This only applies to procurements for IT equipment (i.e. computers, printers, modems, etc.) The contract specialist will assist in identifying the documentation requirements.

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9. **DOCUMENTATION OF REVIEW OF SPECIFICATIONS FOR SPARE AND REPAIR PARTS.** If the procurement is for spare or repair parts, include a statement that the specifications have been reviewed and meet the minimum functional requirements of the government.

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**CERTIFICATIONS**

I CERTIFY THAT THE FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE WHICH ARE INCLUDED IN THIS JUSTIFICATION ARE COMPLETE AND ACCURATE.

**Technical Cognizance (Requestor)**

Name and Title

Code

Phone

Date

Signature

**Requirements Cognizance (Supervisor)**

Name and Title

Code

Phone

Date

Signature

I CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**ACTIVITY COMPETITION ADVOCATE** (May also be delegate for activity Commanding Officer unless the Competition Advocate is also the approval authority under FAR 6.304.).

Name and Title

Code

Phone

Date

Signature

CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**ACTIVITY COMMANDING OFFICER OR DELEGATE** (Activity Commanding Officer must sign for requirements estimated at \$1 million or greater.)

Name and Title

Code

Phone

Date

Signature